



UTAH VALLEY UNIVERSITY

Policies and Procedures

Page 1 of 7

Proposed Policy Number and Title: 524 <i>Graduate Program Credit and Graduation Requirements</i>		
Existing Policy Number and Title: 524 <i>Graduate Program Credit and Graduation Requirements</i>		
Approval Process*		
X Regular	<input type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
X Revision	<input type="checkbox"/> Revision	<input type="checkbox"/> Revision
<input type="checkbox"/> Deletion	<input type="checkbox"/> Suspension	
	Anticipated Expiration Date:	

*See UVU Policy #101 *Policy Governing Policies* for process details.

Draft Number and Date:	Stage 4, January 21, 2016	
President's Council Sponsor:	Jeff Olson	Ext. 8048
Policy Steward:	Jim Bailey	Ext. 6493

POLICY APPROVAL PROCESS DATES	
<p>Policy Drafting and Revision Entrance Date: <u>03/12/2015</u></p> <p>University Entities Review Entrance Date: <u>07/16/2015</u></p> <p>University Community Review Entrance Date: <u>12/10/2015</u> Open Feedback: <u>12/10/2015</u> Close Feedback: <u>01/15/2016</u></p> <p>Board of Trustees Review Entrance Date: <u>01/21/2016</u> Approval Date: <u>MM/DD/YYYY</u></p>	<p style="text-align: center;">POST APPROVAL PROCESS</p> <p>Verify:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Policy Number <input type="checkbox"/> Section <input type="checkbox"/> Title <input type="checkbox"/> BOT approval <input type="checkbox"/> Approval date <input type="checkbox"/> Effective date <input type="checkbox"/> Proper format of Policy Manual posting <input type="checkbox"/> TOPS Pipeline and Archives update <hr/> <p>Policy Office personnel who verified and posted this policy to the University Policy Manual</p> <p>Name: _____</p> <p>Date posted and verified: <u>MM/DD/YYYY</u></p>



UTAH VALLEY UNIVERSITY

Policies and Procedures

Page 2 of 7

POLICY TITLE	Graduate Program Credit and Graduation Requirements	Policy Number	524
Section	Student Affairs	Approval Date	
Subsection	Academic Standards, Credits, and Grades	Effective Date	
Responsible Office	Office of the Senior Vice President of Academic Affairs		

1.0 PURPOSE

1.1 This policy establishes the University's credit and graduation requirements for master's degree and graduate certificate programs.

2.0 REFERENCES

2.1 Northwest Commission on Colleges and Universities' *Standard 2*, Sections 2.C.1 through 2.C.8 and 2.C.12 through 2.C.15

2.2 Utah State Board of Regents' Policy R401 *Approval of New Programs, Program Changes, Discontinued Programs, and Program Reports*

2.3 Utah State Board of Regents' Policy R470 *General Education, Common Course Numbering, Lower-Division Pre-Major Requirements, Transfer of Credits, and Credit by Examination*

2.4 UVU Policy 605 *Curriculum and Program Changes Approval Process*

3.0 DEFINITIONS

3.1 Accredited institution: An institution of higher learning that has been granted accreditation status by a regional or national accrediting agency within a scope of authority approved by the US Department of Education.

3.2 Graduate student: A student who holds a bachelor's degree or above and is taking courses at the post-baccalaureate level. These students may or may not be enrolled in graduated programs.

3.4 Unclassified graduate student: A graduate student enrolled for credit but not accepted into a UVU graduate program.

3.4.1 Visiting student: An individual who is enrolled at another accredited institution and



who wants to take UVU summer graduate courses and transfer the credit to his or her institution.

4.0 POLICY

4.1 Development of Graduate Program Requirements

4.1.1 Curriculum and graduation requirements for graduate programs shall be developed by faculty who teach in the applicable graduate program.

4.1.2 Graduate programs shall be approved in accordance with UVU Policy 605 and through Utah Board of Regents' and Northwest Commission on Colleges and Universities' curriculum processes.

4.2 Requirements for Enrollment in Graduate-Level Courses

4.2.1 Only students admitted into a UVU master's degree or graduate certificate program or registered as an unclassified or visiting graduate student shall be permitted to enroll in graduate-level courses.

4.2.2 Students enrolled in master's degree or graduate certificate programs shall not be permitted to register for more than 16 credit hours per semester, unless an exception is approved by the Director of Graduate Studies.

4.3 Credit Hour Requirements for Graduation with a Master's Degree or Graduate Certificate

4.3.1 A minimum of 30 credit hours of graduate coursework shall be completed for a master's degree.

4.3.2 A minimum of nine and a maximum of 29 credit hours of graduate coursework shall be completed for a graduate certificate.

4.3.3 Graduate coursework shall be completed within a period of six years; individual programs may require graduate coursework be completed in fewer than six years. When extenuating circumstances warrant, a student may request an extension to coursework completion time limits.

4.3.4 Credit for courses in which a student earns a grade of C- or lower shall not be applied toward any master's degree or graduate certificate program. Individual graduate programs may establish higher minimum grade requirements for individual courses.



4.3.5 A cumulative grade-point average of 3.0 or higher shall be maintained in graduate program courses. Individual programs may establish higher grade-point-average requirements.

4.4 Graduate Credit for Experiential Learning

4.4.1 Graduate credit may be granted for internships, field experiences, and clinical practices that are an integral part of the master's degree or graduate certificate program.

4.4.2 Internship credit may be granted for experiential learning a student obtains while enrolled in a master's degree or graduate certificate program. Such learning experiences shall be structured, monitored, and assessed by the program's faculty. Internship credit shall not be granted for experiential learning that occurred prior to the student's matriculation into a master's degree or graduate certificate program.

4.4.3 Other than internship credit, work experience shall not replace required graduate coursework.

4.5 Transfer Credit for Graduate Programs

4.5.1 Graduate credits from another regionally accredited institution or equivalent shall have been completed within four years of the graduate student's matriculation into the graduate program and cannot be older than six years at the time of graduation with a master's degree or graduate certificate from the University. Graduate transfer credits are also subject to grade and grade-point average minimums of the graduate program.

4.5.2 Approved transfer credits shall not replace required residency hours.

4.5.3 Approved transfer credits shall not be calculated into the student's UVU grade-point average.

4.5.4 To be eligible to graduate with a master's degree or graduate certificate, a minimum of two-thirds of graduate program credit hours must be completed through the University. Individual graduate programs may require students to complete more than two-thirds of graduate program credit hours in their individual programs at the University. Individual graduate programs may establish more stringent transfer credit criteria.

5.0 PROCEDURES

5.1 Course-Level Numbering and Acceptability

5.1.1 Graduate courses shall use the following numbering system:

- 1) 6000–6999: Graduate-level courses



- 2) 6800–6899: Graduate seminars (including methodology and research seminars)
- 3) 6900–6999: Directed readings, individual projects, theses, etc.
- 4) 679R: Special topics
- 5) 689R: Internship
- 6) 690R: Independent study
- 7) 696R: Master’s individual project
- 8) 697R: Master’s thesis research
- 9) 699R: Master’s thesis continuing registration

5.1.2 Advanced upper-division courses shall use the following numbering system:

- 1) 5000–5799: Advanced upper-division courses
- 2) 5800–5999: Advanced upper-division courses dedicated to seminars, directed reading, individual projects, etc., by permission of the program director

5.1.3 For purposes of efficiency, an advanced upper-division 5000-level course may be double booked with a corresponding 6000-level course, with the two sections meeting together under the same instructor. In addition to the learning objectives and assignments required in the 5000-level course, the corresponding double booked 6000-level course shall have additional and substantive learning objectives and assignments appropriate for graduate-level work. A maximum of twelve credits of 6000-level courses required for a master’s degree and a maximum of six credits of 6000-level courses for a graduate certificate may be double booked with 5000-level courses.

5.1.4 Credit from 5000-level coursework shall not be used to fulfill master’s degree or graduate certificate requirements, except for 5000-level endorsement courses offered by the School of Education. Credit from 5000-level endorsement coursework shall not exceed 12 credits applied toward the completion of an eligible master’s degree.

5.1.5 To apply 5000-level endorsement course credit toward an eligible master’s degree, a student must obtain approval from a School of Education program director and meet the following minimum criteria:

- 1) B or higher grade earned in the course, and



2) Course completed within the past three years.

5.1.6 Credits from 5000-level endorsement courses shall not be applied toward both undergraduate and graduate degrees/certificates.

5.1.7 Credits from undergraduate courses below the 5000-level shall not be applied toward a master's degree or graduate certificate.

5.2 Graduate Credit-Hour Limits

5.2.1 Graduate students who wish to register for more than 16 credit hours per semester must obtain approval. To request an exception to semester maximum credit-hour registration limits, a student, upon recommendation by the program director, shall submit the request in writing to the Director of Graduate Studies.

5.3 Assessment of Earned Credit

5.3.1 The registrar shall assess the age of earned credits when students are accepted into a graduate program and when they apply for graduation. Graduate course credits older than university or program maximums shall not be applied toward a master's degree or graduate certificate.

5.3.2 To request an extension to coursework completion time limits, a student shall submit the request in writing to the program director (or his or her designee) of the applicable school or college. The program director's decision shall be final.

5.4 Graduate Transfer Credit

5.4.1 Each school/college with a master's degree or graduate certificate program shall have faculty responsible for evaluating graduate transfer credit and determining whether these credits are appropriate to the master's degree or graduate certificate being sought. The program director shall designate faculty to evaluate the credits.

5.4.2 Designated faculty shall evaluate a student's graduate coursework transcript and inform the student of the awarding of any transfer credit. A student may appeal the decision to the program director in writing. If the student disagrees with the program director's decision, the student may appeal the decision to the dean in writing. The decision of the dean shall be final.

5.4.3 Following faculty evaluation of official transcripts, the approving faculty shall inform the Transfer Credit Office of any approved transfer credit. The Transfer Credit Office is responsible for posting transfer credit to the student's record in the university student information system.



UTAH VALLEY UNIVERSITY

Policies and Procedures

Page 7 of 7

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity